



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA  
OFFICE OF VOTING SYSTEMS TECHNOLOGY ASSESSMENT  
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September 24, 2008

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 08280

To: All County Clerks/Registrars of Voters

FROM:

  
Lowell Finley

Deputy Secretary of State, Voting Systems Technology & Policy

RE: November General: EOPP, Computer Vote Count Program, and Voting Systems  
Used By County

In an effort to minimize the number of surveys and CC/ROVs your county receives for the upcoming November 4, 2008, General Election, the Office of Voting Systems Technology Assessment (OVSTA) has combined what were previously three CC/ROVs into one. Please note the specified dates and submit your county's information accordingly.

- 1) This is a reminder to submit your Election Observer Panel Plan to the Secretary of State prior to the November 4, 2008, General Election.

Attached to this memo is a suggested template for an Election Observer Panel Plan (EOPP). Feel free to use it in preparing your plans for the November 4, 2008, General Election.

- 2) We are in the process of updating our chart of voting systems used by counties for the November 4, 2008, General Election and want to ensure we have the correct information for each county.

Attached is the list of Voting Systems Used by Counties from the June 3, 2008, Statewide Direct Primary Election. Please review it and respond to the following two items:

- a) Is the voting system information for your county accurate for the November 4, 2008, General Election? If not, please include the correct information.
- b) Will your county offer Early Voting? If so, which component of the voting system will be used for Early Voting and what dates and times will your county offer Early Voting?

The Secretary would like to begin posting the EOPPs and Voting Systems Used by Counties information on the SOS web site ([www.sos.ca.gov](http://www.sos.ca.gov)) by the third week of October. Please try to submit your responses on both items to the Secretary of State by Friday, October 10, 2008.

- 3) This is a reminder that Elections Code §15001 requires that our office receive by 5:00 p.m. October 28, 2008, a copy of your election computer vote count program, containing the ballot definition, for the November 4, 2008, General Election.

If you are relying on your data processing staff, vendor, or other third party to deposit your vote count program with our office, please remind them that we must receive the program by October 28<sup>th</sup>. Submissions should be sent to the attention of Miguel Castillo, OVSTA.

If it is more convenient for you, you may transfer this data to us using the Calvoter system. To do so, please compress all your data into a single zip file, preserving file and directory names within the zip file. This single file can then be placed in the normal Calvoter outbox on the Calvoter workstation. Once you have done this, please notify Miguel Castillo by email ([miguel.castillo@sos.ca.gov](mailto:miguel.castillo@sos.ca.gov)) so we can manually transfer the file over to our office.

If the program is modified or altered after a copy is submitted to our office, we must receive a copy of the modified or altered program no later than noon on Election Day.

Submissions should be mailed to:

Miguel Castillo  
Office of the Secretary of State  
Office of Voting System Technology Assessment  
1500 11<sup>th</sup> Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814

Or, you can submit the information to Miguel via email at [miguel.castillo@sos.ca.gov](mailto:miguel.castillo@sos.ca.gov).

Please contact OVSTA at (916) 653-7244 if you have any questions about these plans.

Attachments (2)

## **Election Observer Panel Plan Template**

### **I. County and System Information**

1. Name of County
2. Name of Contact
3. Contact's Phone
4. Vendor and Voting Systems Used by County
5. Date

### **II. Purpose**

The purpose of an Election Observer Panel is to:

1. Provide the public with the opportunity to observe and make suggestions on ways to improve the election process.
2. Help ensure the integrity of the election process.
3. Remove some of the mystery associated with the election process in an effort to build voter confidence and encourage more people to take part.

### **III. Invite**

Between E-60 and E-30, prepare letters of invitation (see sample attached) to the following:

1. County Grand Jury
2. Political Party Central Committee Members
3. Advocacy Groups
4. League of Women Voters

Other groups or individuals expressing an interest in observing Election Day activities may also be included in the observer panel.

Note: You might want to consider offering to meet with groups to provide an opportunity for the group members to ask questions about the process.

### **IV. Appointment Letters (for introduction to precinct workers)**

After the groups have provided the names of interested panelists, prepare letters of introduction (see sample attached) for the panelist to use when visiting polling places on Election Day. Materials to be prepared for each panelist will include a listing of all polling places within the county for that specific election as well as the central counting site location and hours of operation.

### **V. Mechanism for Feedback**

Consider providing observers with a checklist and/or questionnaires to be completed and returned to you.

## **General Rules for Observers**

Observers may:

- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Make notes and watch election procedures.
- View election-related activities at the central counting site on Election Day.
- View the canvass of the vote activities following the election.
- View vote-by-mail and provisional ballot processing.
- Ask questions of poll workers or voters at the polls as long as they do not interfere with the conduct of any part of the voting process.
- Ask questions of supervisors at the central counting site as long as they do not interfere with the conduct of the election procedures.

Observers are responsible for:

- Checking in at each site, whether polling place or central counting site.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election process.
- Ensuring they do not interfere with the election process.

Observers may not:

- Interfere, in the judgment of the elections official, with the conduct of the election.
- Physically handle any voting materials or equipment.
- Sit at the official worktables or view confidential voter information on any work terminal.
- Communicate with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Talk to or attempt to stop the central counting site workers while they are processing ballots.
- Use the telephones, computers or other polling place facilities at polling places or the central counting site.
- Make physical contact with election personnel.
- Eat or drink in the polls or the central counting site.
- Assist in operations at any polling place or the central counting site.

## **SAMPLE LETTER OF INVITATION**

Date (E-60 to E-30)

Dear XXX:

The Department of Elections will convene an Election Observer Panel to observe activities associated with the XXX Election, which will be held on XXX date. Representatives of political party county central committees, advocacy groups, the League of Women Voters, and the County Grand Jury will be invited to participate.

Typically, members of the Panel visit one or more polling places on Election Day and then visit the ballot counting center to observe the tabulation of ballots on election night. Panel members are also invited to observe the processing of vote by mail ballots at the Department of Elections. Members of the Panel will be provided with the information they need to participate in these activities.

If your organization would like to be represented on the Election Observer Panel, please notify XXX by mail, by phone at xxx-xxxx or by email at XXX. Please respond by XXX date, with the name of your representative. XXX will be available to meet with Panel members to explain their role in greater detail and to provide them with the information they will need.

Thank you for your interest in participating in our electoral system.

Sincerely,

XXX  
Registrar of Voters/County Clerk

## **SAMPLE LETTER OF INTRODUCTION**

Date (no later than E-5)

TO: Precinct Inspectors

FROM: XXX  
Registrar of Voters/County Clerk

SUBJECT: ELECTION OBSERVER PANEL

This letter introduces XXX, whom I have appointed to the Election Observer Panel for the XXX election. Members of the Election Observer Panel are invited to observe activities related to the administration of an election, including visiting polling places.

No person, including a member of the Election Observer Panel, may interfere with the operation of polling places. XXX and other members of the Election Observer Panel may ask you to explain certain operations and procedures. Please extend every courtesy to XXX.

If you have any questions, please call me at xxx-xxxx.

Thank you for your cooperation and your service to our county's voters.

# VOTING SYSTEMS IN USE FOR THE JUNE 3, 2008, STATEWIDE DIRECT PRIMARY ELECTION

- Subject to Change

NOTE: Voters and media representatives are urged to confirm the use of a specific voting system for the June 3, 2008 election. The following information is the most current information provided by the counties to the Secretary of State's office.

Attachment 2

County	Vote by Mail System	Polling Place System	Polling Place - Accessibility	Early	EV System	EV Dates
Alameda	Sequoia Optech 400-C/WinETP v. 1.12.4	Sequoia Optech Insight Plus APX K2.10, HPX K1.42	Sequoia AVC Edge Model I v. 5.0.24	Yes	AVC Edge Model I v. 5.0.24	5/5 - 6/3
Alpine	Premier AccuVote-OS v. 2.0.12	All mail ballot precincts (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4	No		
Amador	ES&S M100 v. 5.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	No		
Bulle	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4	No		
Cahuillas	ES&S M100 v. 5.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	No		
Colusa	ES&S M100 v. 5.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	No		
Contra Costa	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	No		
Del Norte	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24	No		
El Dorado	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4	No		
Fresno	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4	Yes	Premier AccuVote-TSX v. 4.6.4	5/5 - 6/3; 5/24, and 5/31
Gentry	Sequoia Optech Insight Plus APX K2.10, HPX K1.42	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	Yes	Hart eState v. 4.2.13	5/5 - 6/2
Imperial	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	No		
Inyo	Sequoia Optech Insight APX K2.10, HPX K1.42	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	No		
Kern	Premier AccuVote-OS v. 2.0.12	Same as Vote-by-Mail (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4	No		
Kings	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	No		
Lake	DFM Mark-A-Vote	Same as Vote-by-Mail (Central Tabulation)	Hart eState v. 4.2.13	No		
Lassen	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4	No		
Los Angeles	MTS v. 1.3.1	Same as Vote-by-Mail (Central Tabulation)	Hart eState v. 4.2.13	Yes	MTS v. 1.3.1	5/5 - 6/3
Madera	DFM Mark-A-Vote	Same as Vote-by-Mail (Central Tabulation)	ES&S InkaVote Plus PBR v. 1.10	No		
Marin	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	ES&S AutoMARK v. 1.0.168	No		
Mariposa	Sequoia Optech Insight APX K2.10, HPX K1.42	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	No		
Merced	Premier AccuVote-OS v. 1.96.6	Same as Vote-by-Mail (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4	No		
Mered	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	No		
Modoc	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4	No		
Monterey	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24	No		
Napa	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	Yes	Sequoia AVC Edge Model II v. 5.0.24	5/5 - 6/3
Nevada	Hart BallotNow v. 3.3.11	Hart eScan v. 1.3.14	Hart eState v. 4.2.13	Yes	Hart eState v. 4.2.13	5/5 - 6/3
Orando	Hart BallotNow v. 3.3.11	Hart eState v. 4.2.13	Hart eState v. 4.2.13	Yes	Hart eState v. 4.2.13	5/18 - 5/27
Pacer	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4	No		
Pumas	Premier AccuVote-OS v. 1.96.6	Same as Vote-by-Mail (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4	No		
Riveridge	Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	AVC Edge Model II v. 5.0.24	Yes	Sequoia AVC Edge Model II v. 5.0.24	5/5 - 6/2; 5/31
Sacramento	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	No		
San Benito	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	Yes	Sequoia AVC Edge Model II v. 5.0.24	5/31
San Bernardino	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	Yes	Sequoia AVC Edge Model II v. 5.0.24	5/5 - 6/2; 5/24, and 5/31
San Diego	Premier AccuVote-OS v. 2.0.12	Same as Vote-by-Mail (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4	No	Premier AccuVote-OS v. 2.0.12	5/5 - 6/3
San Francisco	Sequoia Optech 400-C/WinETP v. 1.12.4	Optech Insight Plus APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24	Yes	Sequoia AVC Edge Model II v. 5.0.24	5/5 - 6/2; 5/24, 5/25, 5/31 and 6/1
San Joaquin	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4	No		
San Luis Obispo	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.4	ES&S AutoMARK v. 1.0.168	No		
San Mateo	Hart BallotNow v. 3.3.11	Hart eState v. 4.2.13	Hart eState v. 4.2.13	Yes	Hart eState v. 4.2.13	5/5 - 6/3; 5/24, 5/31
Santa Barbara	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.4	ES&S AutoMARK v. 1.0.168	No		
Santa Clara	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	Yes	Sequoia Optech 400-C/WinETP v. 1.12.4	5/5 - 6/3
Santa Cruz	Sequoia Optech 400-C/WinETP v. 1.12.4	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24	No		
Shasta	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	No		
Siskiyou	Premier AccuVote-OS v. 1.96.6	All mail ballot precincts (Central Tabulation)	Premier AccuVote-TSX v. 4.6.4	No		
Sonoma	Premier AccuVote-OS v. 2.0.12	Premier AccuVote-OS v. 1.96.6	ES&S AutoMARK v. 1.0.168	No		
Solano	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	No		
Sonoma	DFM Mark-A-Vote	Same as Vote-by-Mail (Central Tabulation)	Hart eState v. 4.2.13	No		
Stanislaus	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	No		
Sutter	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	No		
Tehama	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Sequoia AVC Edge Model II v. 5.0.24	No		
Trinity	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-OS v. 1.96.6	Premier AccuVote-TSX v. 4.6.4	No		
Tulare	Sequoia Optech 400-C/WinETP v. 1.12.4	Sequoia Optech Insight Plus APX K2.10, HPX K1.42	Sequoia AVC Edge Model II v. 5.0.24	Yes	Sequoia AVC Edge Model II v. 5.0.24	5/5 - 6/3
Tuolumne	ES&S M650 v. 2.1.0.0	ES&S M100 v. 5.0.0	ES&S AutoMARK v. 1.0.168	Yes	ES&S M650 v. 2.1.0.0	5/5 - 6/3
Ventura	Sequoia Optech 400-C/WinETP v. 1.12.4	Sequoia Optech Insight APX K2.10, HPX K1.42	Sequoia AVC Edge Model I v. 5.0.24	No	Hart BallotNow v. 3.3.11	5/27 - 5/30
Yuba	Sequoia Optech 400-C/WinETP v. 1.12.4	Same as Vote-by-Mail (Central Tabulation)	Hart eState v. 4.2.13	Yes		